

## PROJECT ADMINISTRATIVE PLANNING STAFF

### MISSION

The Project Administrative Planning Staff is responsible for providing assistance in connection with the development of appropriate administrative plans for projects with the general direction, guidance and supervision of the ADD/S(CS).

### FUNCTION

1. Develops and recommends policies and procedures which reflect the broad objectives of sound administration and which can be applied to the management of covert activities.
2. Prepares Administrative Plans for specific projects which have been determined to require such Plans.
3. Advises officials responsible for the operation of covert activities relative to administrative problems in connection with their projects and take action as necessary to improve administrative support for the projects.
4. Advises area divisions and senior staffs regarding administrative and operational controls necessary to safeguard the interest of the Agency.
5. Coordinates the provisions for required administrative support with the appropriate Agency components.
6. Determine feasible methods to increase effective control and efficient management in specific covert operations.
7. Maintains a record of essential elements of information of the status and administrative requirements of Administrative Plan projects.
8. Reviews existing Administrative Plans periodically and reports the degree of compliance of the operation with the requirements of the Plan and the adequacy of the Plan as the project develops.

CLANDESTINE SERVICES PLANNING BOARD (CSPB)  
SUPPORT COMMITTEE

MISSION

The CSPB Support Committee, under the chairmanship of the SA-DD/S (Support Planning), serves as the support implementing body of the Clandestine Services Planning Board.

COMPOSITION

Senior Planning Officers of each of the following:

Clandestine Support Staff, DD/S; Technical Services Staff; Counter Intelligence Staff; Foreign Intelligence Staff; Clandestine Services Training Committee; Medical Staff; Office of Security; Office of Training; Office of Communications; Office of Logistics; Office of the Comptroller; and Office of Personnel.

FUNCTIONS

1. Develops and recommends to the CSPB and the ADD/S(CS) specific support policy and procedural implementation, to include working relationships and processes for the development of annexes for plans, programs and projects.
2. Prepares Annex C to the Clandestine Services General Plan - Cold War, and submits it to the CSPB.
3. Reviews Country Appendices, Section IV, Support for Operations (CS General Plan - Cold War) and submits with summarization and recommendations to the ADD/S(CS).
4. Prepares the Supplement to Annex C (CS General Plan - Cold War) to Agency support elements for approval.
5. Reviews support aspects of Clandestine Services Programs in light of feasibility of accomplishment as reflected in Agency support capabilities and concurs individually and as a body with comments and/or reservations in the support required.

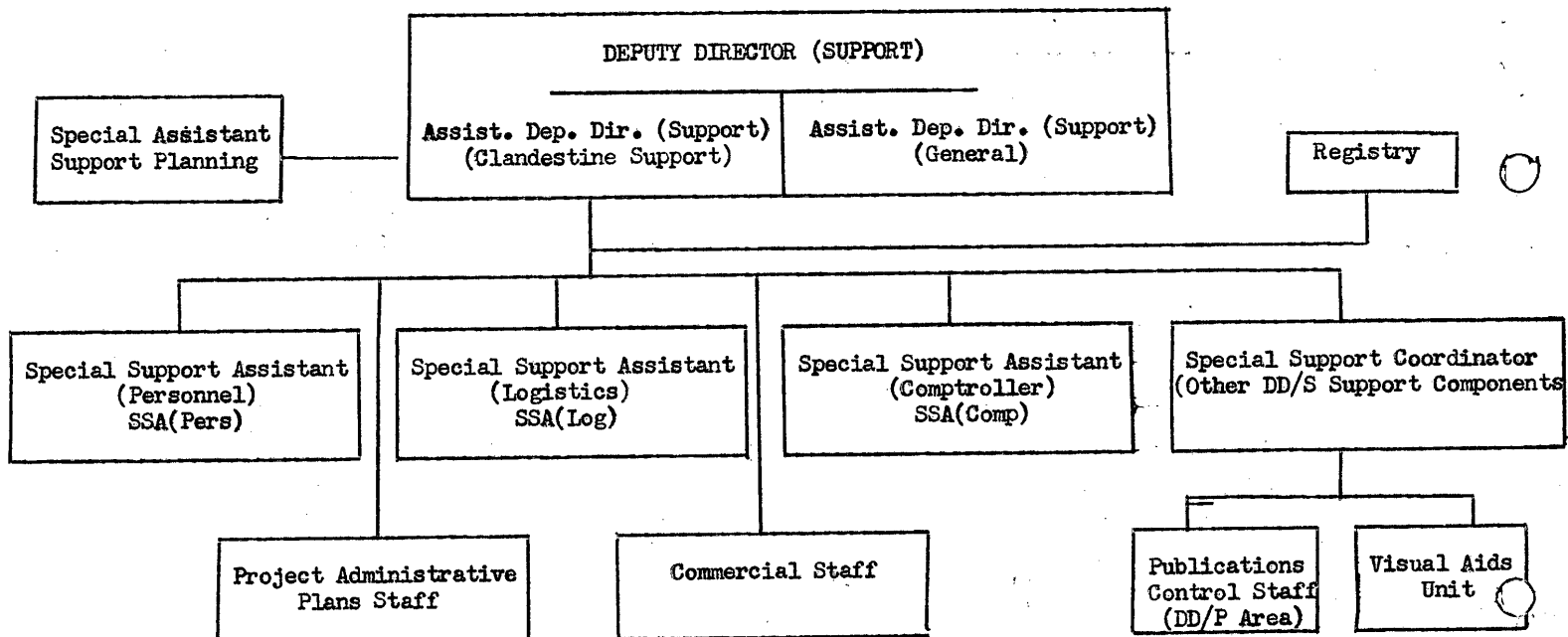
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ORGANIZATIONAL CHART

TAB "A"

OF

CLANDESTINE SUPPORT STAFF-DD/S ELEMENTS



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